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PERS 73-3834

10 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
10 August 1973

1. Agency Image: This week was marked by favorable reaction, as reported by our recruiters, to Mr. Helms' appearance before the Ervin Committee. Many of our Personnel representatives reported that some of their recruitment contacts and fellow Federal employees made a point to tell them how impressed they were with Mr. Helms' presentation. In one instance a professor at the University of Texas, who had been less than cooperative with our recruiter, called the recruiter to express admiration for Mr. Helms and, for the first time, to refer a well-qualified student.

2. Upward Mobility Class: Our current upward mobility class graduated from Civil Service Commission training on 3 August and reported to the Clerical Staffing Branch on 6 August. Of the original 18 employees, two have resigned and one appears to be on the verge of being accepted for a position at D. C. Teachers' College. A review of test scores of those who were tested in typing prior to going to the Commission and after training at the Commission indicates rather disappointing progress as compared to last year's class. Last year the course was seven weeks and this year only four weeks in duration. We are not impressed with the knowledge and skill levels attained from the four-week course.

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3. Outside Studies: We have sent a memorandum to the Director, [REDACTED] requesting the assistance of his [REDACTED] representatives in interviewing a selected number of business concerns noted for their success in personnel management in one or more respects. To facilitate the interviews, we prepared a list of questions to be used in inquiring about eight personnel issues of interest to the Office of Personnel and the Personnel Approaches Study Group.

4. Position Management:

a. A meeting was held with the Planning Officer of the Office of Joint Computer Support to discuss proposed changes in staffing and the FY 1974 staffing complement.

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b. The survey of NPIC has been initiated. Discussions have been held with operating personnel and audits begun in the Eastern Geographic Division.

c. The proposed FY 1974 staffing complement for the Office of Development and Engineering has been reviewed and ODE has accepted the majority of PMCD's determinations on proposed grades and position alignment. Further discussions will be held with ODE on a few recommendations that have been questioned by ODE officials.

25X1A d. The Office of Training has advised us that they accept our survey findings [REDACTED] and are incorporating them in their FY 1974 staffing complement.

5. Summer Interns: Critiques have been received from all of the summer interns. A preliminary analysis shows a decided improvement over last year's program although, as always, there are still areas where improvements can be made. Most of the students made helpful suggestions which will guide us in restructuring and administering next year's program. The critiques are being summarized and reproduced for the use of the Acting Director of Personnel and the Acting Deputy Director for Intelligence in their wrap-up session with the interns on 14 August.

6. Developing More Job Leads: External Employment Assistance Branch representatives met with the personnel officer for the City of Alexandria on 8 August and will meet next Wednesday with Arlington County officials. Meetings were also arranged for next week with the Director of Personnel, Drug Enforcement Agency and the business manager of Mount Vernon College. The purpose is to establish rapport with these people and arrange to get lists of vacancies that might match the backgrounds of our customers.

25X1A 7. Saving Record Space: [REDACTED] from Printing Services Division instructed four Office of Personnel employees on the use of the Rotoline microfilmer. Statistical Reporting Branch will begin microfilming, on a part-time basis, historical T/O's and 105's (combined Agency alpha's) within a few days (approximately 75 cubic feet). Space will be saved at both Headquarters and at the Records Center [REDACTED]

25X1A 8. Blood: Agency employees contributed 143 pints of blood on 7 August when the Fairfax County Bloodmobile visited the Headquarters Building. The 143 compares favorably with the August 1972 donation of 144 pints of blood.

Coming Events

We expect to continue work on surveys of OSR, FMSAC, OTS, OC, Physical Security in OC, DDI Support and EUR.

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Acting Director of Personnel

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OD/Pers/ [REDACTED] :jmm (10 Aug 73)

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